

Tre Hargett, Secretary of State
State of Tennessee



Division of Elections
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Dear Administrator of Elections,

During 2013, all county election offices will receive a new state computer, and some counties will acquire/upgrade new voting equipment. Both processes require a grant to be executed between the State Election Office and your local county government.

The starting date for these two types of grants is **July 15, 2013**. Prior to the starting date, we are allowed to collect financial documents and banking information. This will expedite the grant process.

To avoid any duplication of effort, I am going to collect the financial documents for the computer grant and the equipment grants. All questions about the computer grant will be directed to Steve Griffy once I have secured your financial paperwork.

Five Items We Need From You at This Time

1. Printed Name of Person in your county government allowed to sign these grants (a local decision)
2. Printed Title of Person allowed to sign the grant for your county
3. A properly completed Automated Clearing House Form (**ACH Form**)
4. A properly completed **Substitute W-9 Form**
5. As a separate document: provide me with either **voided check** or **voided deposit slip** from your county government account in which the funds shall be deposited into

When completing the ACH Form and the Substitute W-9 Form, the Federal Employer Identification Numbers have to match. It is possible the forms may be completed by two different county offices. Before you provide us completed forms, make sure the Federal Employer Identification Number is the same on both of these two documents.

If this will be your first time to deal with a state grant, call me if you have questions. I will walk you through the process. Attached to this email you have the ACH Form and Substitute W-9 Form. Please mail me hard copy documents. If you wish, you can hand deliver these documents at the Seminar in Memphis. Make sure to create a grant folder in your office and place all grant communications and documents in that folder.

Thanks and have a good day.

Wayne B. Pruett
HAVA Coordinator